

Emergency Medical Technician Training Programs

Administrative Policy Manual

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Division of Emergency Medical Services & Trauma

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This publication is for all SC DHEC Authorized EMT Training Institutions, Program Coordinators and Instructors

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Preface

This manual provides information and administrative guidelines for use by planners, coordinators, instructors, and educators concerned with the establishment and administration of courses for the training and certification of the Emergency Medical Technician

The title, Emergency Medical Technician, in this policy manual will refer to all levels of EMTs: Emergency Medical Technician (*Basic*), Advanced Emergency Medical Technician (*Intermediate*) and Paramedic.

The information contained in this manual **supersedes** all previous manuals and correspondence relating to the Emergency Medical Technician training program that is in conflict with the guidelines and instructions contained herein.

The **D**epartment of **H**ealth and **E**nvironmental **C**ontrol (DHEC) Division of **E**mergency **M**edical **S**ervices (EMS) and Trauma is responsible for **approving** all EMT Training Institutions and courses (EMT, AEMT, Paramedic) and is responsible for all oversight pertaining to these programs.

Each SC DHEC approved Emergency Medical Technician course must be coordinated and sponsored through a SC DHEC approved Emergency Medical Technician training institution as defined in SC EMS Regulation 61-7 and this manual.

Any questions regarding the Emergency Medical Technician program should be directed to the SC DHEC EMS Manager for Training and Certification at (803) 545-4204.

Authorized Emergency Medical Technician Training Institutions

All training centers wanting to offer the Emergency Medical Technician training program must make application to and be approved by the SC Department of Health and Environmental Control, Division of EMS & Trauma (herein referred to as “DHEC” or “the Department”).

Each training institution must meet certain standards and requirements and pass an on-site inspection prior to approval being granted. Some of the standards and requirements include, but are not limited to, the following:

- ❖ In addition to the four (4) SC Regional EMS Offices established in the 1970’s; Section 901 of SC Regulation 61-7, requires all training institutions brought on-line after June 2006 that offer the EMT program must be a post-secondary training institution and defined as such by the SC State Department of Education. These institutions include:
 - Technical Colleges
 - Vocational Schools
 - Colleges and Universities
- ❖ Must have an adequate, clean and well-lighted room(s) capable of managing the didactic and practical skills requirements.
- ❖ Must purchase (own), maintain and have adequate storage for all required equipment necessary for course approval.
- ❖ Must have one person; designated on letterhead by the VP of Technical School or the training institution’s President or Executive Director, to be solely responsible for the program. This person, herein referred to as the Emergency Medical Technician (EMT) Program Coordinator, must be a school official.

This person, an employee of the school, must receive an orientation to the Emergency Medical Technician training programs by a member of the DHEC training staff involved in the administration of the program.
- ❖ Must file an application to be approved as a SC EMT Training Institution (See **Enclosure 1**) and submit this application with all supporting documentation to DHEC.

Important Statement for All SC Approved EMT Training Centers

All EMT courses, approved by DHEC through a SC approved EMT training institution, are considered open courses regardless of the location of the course. Until all available seats are taken and the course is full, available seats are on a first come-first served basis, and therefore any student, statewide, who meets the entrance requirements for the course must be admitted to the course for the same price as the other students in that course.

Procedure for Change of Program Coordinator

The EMT Program Coordinator of record, as approved by DHEC, is the only person who may sign and/or submit course applications and course completion documentation to DHEC, and is the only person approved by DHEC to verify course completion of their students to the National Registry. This responsibility may **not** be delegated to an instructor. Should a change in the program coordinator become necessary, the new program coordinator should follow these steps:

- ❖ The VP of the Technical School or Director for the Training Institution must submit a letter to the Department (SC DHEC, Division of EMS & Trauma, 2600 Bull Street, Columbia, SC 29201) on letterhead, containing the name and contact information (phone, e-mail, etc.) for the new program coordinator.
- ❖ The new program coordinator should contact DHEC (803-545-4204) and ask for the Manager for Training & Certification, and request a date to satisfy the mandatory program coordinator orientation to the EMT program.
- ❖ The new program coordinator should contact the National Registry (614-888-4484) and ask for Cindy Hart (Extension 192) -or- (e-mail: chart@nremt.org) and inform the Registry that he/she is the new program coordinator for (name of your SC approved EMT Training Institution) – or – you may follow the directions listed below:
 - Go to www.nremt.org
 - Click on the “Edit” tab next to the Logout
 - Scroll down to program director settings and click on the link that says “Request for EMS Education Program Authorization”
 - Next page, click on the link that says, “Associate Yourself With an Existing EMS Education Program”
 - Choose your state (SC) and then your program (School)
 - Submit

Your request will then come directly to the SC DHEC Division of EMS & Trauma for authorization. Once authorization has been given, you will have access within 1 to 2 business days.

Please note: The new program coordinator will not be approved to submit course applications or to sign or verify students until all of the above has been completed.

Location of Class Sites

The Department prefers that all ***“Initial”*** Emergency Medical Technician courses be conducted in a structured educational environment (i.e. on the school’s campus) and not held off-campus at EMS services, rescue squads, fire departments, industries, etc. Off-campus locations must be approved, in advance, by DHEC and shall be granted on an “as needed” basis.

On-site or remote (distance learning) classroom facilities must be clean, well lighted, environmentally comfortable and free from distractions or interruptions. All classrooms used for EMT training programs must be of adequate size for any didactic and practical exercises.

“Refresher” Emergency Medical Technician courses may be located off-campus to accommodate a specific employer’s needs; however, all off-campus Emergency Medical Technician courses must adhere to the following stringent requirements:

Off-Campus Courses:

Any off-site courses must meet and abide by the following requirements:

- ☐ Must have adequate classroom facilities to accommodate all didactic and practical requirements.
- ☐ Classroom must be clean, well-lighted and environmentally comfortable.
- ☐ Classroom must be secluded from the daily activities of the host facility and free from distractions or interruptions.
- ☐ The host facility and the students involved in this course must understand that these students are **NOT** permitted to leave during the hours of the course. There must be other personnel covering the duties of these Students while they are involved in the course.
- ☐ The host facility as well as all instructors and students are expected to follow all of the policies (such as but not limited to smoking, food, drink, etc.) of the sponsoring training institution just as if they were located on campus.

Off-site course approval is a **privilege** and NOT a right. Previous approval of one off-site course does not automatically mandate approval of Future off-site courses. DHEC may discontinue off-site approval at any time for infringement of any policies or procedures as outlined in this manual.

Off-campus courses (*as well as all other courses*) may be monitored by DHEC for compliance.

Equipment Requirements

For a detailed listing of all required equipment, please refer to **Enclosure 6**. Instructors and Program Coordinators should use **Enclosure 6** as an inventory checklist to assure that all equipment is present, clean, in working condition and is available for each class.

The Emergency Medical Technician Training Institution's Program Coordinator is responsible for:

- ❖ Assuring that all equipment is clean and maintained in good working condition and made available for every class meeting throughout the course.
- ❖ Repair and/or replacement of any equipment as needed. If equipment problems and /or deficiencies exist, the instructor is required to cancel ***all classes*** until the equipment problems or deficiencies have been corrected. At **no** time is a class to be conducted when equipment problems and /or deficiencies exist.

The Emergency Medical Technician Instructor must:

- ❖ Assure that all minimum equipment is available and in clean, working condition prior to the start of each course. Instructors must inventory all equipment and verify its presence and proper working condition prior to beginning each class.
- ❖ Cancel any class meetings and report any equipment problems to the EMT

Program Coordinator. The problems must be corrected prior to resuming class meetings.

Important Note:

CONDUCTING CLASS WITH EQUIPMENT DEFICIENCIES IS A VIOLATION OF POLICY.

The EMT training equipment maintenance and inventory is the responsibility of the EMT Program Coordinator. If this function is not regularly attended to, the training equipment and supplies can deteriorate very quickly. Should the EMT Program Coordinator not be familiar with the equipment necessary for the EMT program, this function may be assigned to a responsible instructor. However, the responsibility and accountability for the equipment still resides with the EMT Program Coordinator.

DHEC reserves the right to inventory equipment prior to the granting of course approval. If all required equipment is not in place or is not in clean, working condition, the course will not be approved.

DHEC will inventory the equipment each time a class is monitored. If equipment problems are found, course approval may be jeopardized until such time as the problems are resolved. Repeated violations may result in a total withdrawal of program approval for the training institution and may result in revocation of the instructor's authorization.

Approved Course Materials

Training institutions may utilize any textbook(s) that follow the current nationally accepted curriculum for the Emergency Medical Technician. All SC approved EMT training institutions are required to use the “**current**” edition of that publisher’s textbook.

Many publishers of EMT textbooks have a large variety of supplemental and support materials such as Instructor Manuals, Workbooks, Test Banks, Audio-Visual Aides and Computer Programs to assist the instructor. Training institutions and their instructors are encouraged to make use of any and all technology available in order to provide a quality program.

Course Staffing / Instructor Requirements

All EMT courses must designate a current SC certified EMT instructor as “lead” instructor for each course. The lead instructor must be credentialed by DHEC and authorized to teach that specific level of EMT course (ie. EMT, AEMT or Paramedic).

There is no specific instructor/student ratio for didactic sessions. For all sessions that involve *practical skills demonstration, practice and /or evaluation*; the Emergency Medical Technician courses require an instructor / student ratio of one (1) instructor for every six (6) students. Only one instructor (the lead instructor designated for that course) needs to be a SC DHEC authorized/credentialed EMT instructor. To fulfill the required instructor/student ratio of 1/6, SC DHEC credentialed instructors may also use other South Carolina Certified Paramedics, who also hold a current National Registry Paramedic credential to assist with any practical skills demonstration, practice and/or evaluation sessions.

For the CPR portion of the course, DHEC requires one (1) credentialed CPR instructor for every six (6) students (One of which must be the lead SC DHEC authorized EMT instructor for that EMT course). The SC approved Emergency Medical Technician training institution must assure that the “**Lead**” SC authorized Emergency Medical Technician Instructor for the course, is also an approved and current instructor for the CPR course that will become a part of that EMT course.

Additional Information for Paramedic Courses

There are two designations of instructors at the Paramedic level, **Lead Instructor** and **Module Instructor**.

Lead Instructor: Credentialed by the state*. The **Lead** Instructor may teach any or all modules of the Paramedic course. There must be one Lead Instructor for each EMT-Paramedic course.

Module Instructor: Authorized by the training institution. The **Module** Instructor may teach the module(s) for which they receive approval, plus the following modules: **Preparatory, Airway & Ventilation, Patient Assessment and Operations.**

*A properly completed *EMT Instructor Nomination* application (see **Enclosure 2**) must be submitted.

New Instructor Authorization

Instructor authorization (certification) is granted to individuals who have achieved and maintained specific credentials and experience. These individuals demonstrate the highest level of professional commitment to the EMS field.

Any person desiring to become a SC authorized EMT instructor, must meet the following requirements:

Section I: All Instructors

- Minimum of 21 years of age
- Possess a high school diploma or GED
- Current certification as a Nationally Registered Paramedic
- Current certification as a SC Paramedic
- Minimum of two (2) years experience as a Paramedic
- Successful completion of a SC approved EMS or Fire instructor methodology course
- Certification as a CPR instructor with AHA, ARC or ASHI
- Resume detailing a minimum of one (1) year of teaching experience (CPR, First Aid, Emergency Medical Responder, IST, etc.)
- Minimum of 20 hours of “monitored” teaching in an approved EMT Basic

course*

- Endorsement from the EMT Program Coordinator of the Training Institution

*Each new instructor candidate, credentialed by DHEC, must satisfy a minimum of 20 hours of monitored teaching in an approved SC EMT (*initial*) course.

Documentation from the school's EMT Program Coordinator will be on letterhead stating the number of hours monitored, the name of the SC certified EMT instructor who monitored the new instructor candidate and the EMT CIS course approval number for that course.

Every credentialed instructor is sponsored by and connected to a SC approved EMT training institution. The training institution is the employing agency of that instructor. When an opening for an EMT instructor exists, the EMT Program Coordinator should interview all prospective candidates as with any prospective employee. For an EMT instructor application, see **Enclosure 2**.

Section II: AEMT (Intermediate) Instructors

Additional Requirements for Advanced EMT (Intermediate) Instructor:

A candidate for AEMT instructor must satisfy all of the requirements in Section I plus the following:

- ❖ **Lead** Instructor: Minimum of five (5) years experience as a Paramedic
- ❖ Successful completion of an approved RSI course
- ❖ Successful completion of an approved 12-Lead ECG course.
- ❖ Successful completion of an approved A&P course
- ❖ Current Instructor Credential in an approved trauma course (i.e. PHTLS, ITLS, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas

Section III: Paramedic Instructors

Additional Requirements for Paramedic Instructor:

A candidate for Paramedic instructor must satisfy all of the requirements in Sections I & II plus the following:

- ❖ Current Instructor Credential in an approved ACLS course (i.e. AHA, ASHI, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas
- ❖ Current Instructor Credential in an approved Pediatric course (i.e. PALS, PEPP, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas

Upon receipt of a completed instructor nomination packet by DHEC (**Enclosure²**), the instructor candidate must receive an EMT program orientation by a DHEC EMS staff member. Upon completion of the required program orientation, the candidate will be approved as a new SC authorized EMT Instructor.

Paramedic Module Instructor

Paramedic ***Module*** Instructor (Authorized by the training institution) The **Module** Instructor may teach the module(s) for which they receive approval, plus the following Paramedic modules: **Preparatory, Airway & Ventilation, Patient Assessment and Operations.**

Requirements: Must possess one of the following current credentials

- SC Registered Nurse (*no other requirements needed*)
- SC Medical Physician (*no other requirements needed*)
- SC & NR Paramedic – PLUS – all requirements as stated in Section I.

Medical Module: (*Instructor Requirements*)

- ✓ SC RN or MD

- ✓ SC & NR Paramedic with a current Instructor credential in an approved ACLS course (i.e. AHA, ASHI, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas

Trauma & Assessment Based Management Module: (Instructor Requirements)

- ✓ SC RN or MD
- ✓ SC & NR Paramedic with a current Instructor credential in an approved Trauma course (i.e. ITLS, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas

Special Considerations Module: (Instructor Requirements)

- ✓ SC RN or MD
- ✓ SC & NR Paramedic with a current Instructor credential in an approved Pediatric course (i.e. PALS, PEPP, etc) – AND – document the following:
 - Minimum participation in two (2) different courses
 - Minimum participation in two (2) different lecture areas
 - Minimum participation in two (2) different skill areas

Instructor Re-Authorization

Lead EMT instructor authorizations (certifications) expire on the last day of the month of their EMT certification expiration. All “Lead” Instructors should complete the Instructor Re-Authorization application, **Enclosure 3**, and forward that application with all required documentation to DHEC at least 30 days prior to their instructor expiration date.

Section I: All EMT “Lead” Instructor Re-Authorization requirements:

- Copies of current (re-certified) SC & NR Paramedic credentials

- Copy of current CPR instructor credential
- Copies of a minimum of 12 Educational CEUs of SC approved instructor methodology courses
- Documentation of teaching at least one hundred (100) hours of an EMT course at the highest level of their instructor certification during the last instructor authorization period
- Endorsement from the EMT Program Coordinator

Section II: AEMT (Intermediate) Instructor Re-Authorization requirements:

- All requirement in Section I
- Copy of current trauma instructor credential

Section III: Paramedic Instructor Re-Authorization requirements:

- All requirement in Section I
- Copy of current ACLS instructor credential
- Copy of current trauma instructor credential
- Copy of current pediatric instructor credential

Important note: For the purposes of re-authorization/certification, a **“current”** credential is one where the credential’s expiration date is *greater* than the expiration date of the instructor’s SC state Paramedic certification.

Instructors are responsible for submission of all required documents prior to their instructor expiration date.

Re-Instatement of Lapsed Instructors

EMT Instructors who have let their authorizations lapse may be re-authorized as an instructor by submitting all appropriate documentation as if a “new” instructor.

Lapsed instructors are no longer considered to be grand-fathered and must satisfy all current requirements of the “new” instructor to receive re-authorization.

Instructor Remediation

Practical and written NR examination results are monitored for each SC Authorized (Certified) Lead Instructor of each EMT course. During the Instructor's certification period, the designated "Lead" instructor must maintain a satisfactory pass rate for the NR written and practical examinations of all "eligible" candidates from courses for which that instructor was responsible.

Eligible candidates are those candidates who successfully passed the EMT course and who qualify to attempt the NR practical and written EMT examinations.

Successful pass rates are defined as follows:

- Practical Exam: Pass rate above 50% of the full 1A attempt for all eligible candidates of each course
- Written (CBT) Exam: Pass rate above 50% on the first attempt for all eligible candidates of each course

Instructors who, during their instructor certification period fall at or below the 50% pass ratio on two or more courses for either the NR practical or NR written examination will be notified in writing by DHEC that they must satisfy instructor remediation requirements.

If the instructor only taught one course during the instructor authorization (certification) period and that one course had a pass rate at or below 50%, that instructor will also be notified in writing by DHEC that they must satisfy instructor remediation requirements.

Instructor remediation requirements include:

- ✓ Repeat the national EMS or fire instructor methodology course
- ✓ Present one, four (4) hour, In-Service Training class session to DHEC EMS staff and receive a favorable evaluation by DHEC EMS staff.
- ✓ Successfully complete the EMT practical examination (at the highest level for which they teach) at a regular EMT practical examination date and site. Instructor remediation candidates will be given a full 1A attempt.

Upon successful completion of the remediation requirements, the EMT Program Coordinator may request that instructor to be re-authorized (certified) as a “Lead” instructor –OR- may request that instructor be required to successfully complete another 20 hours of monitored teaching.

If the instructor fails to successfully complete the required remediation – OR - if the instructor has a fail rate at or below 50% on their next course, that instructor will have their instructor credential revoked for a full three (3) year period. At the end of the three-year period, that instructor may re-apply as a first-time “new” instructor.

Instructor Revocation

All instructors are expected to provide a positive example for their students and adhere to all federal and state laws, regulations and policies that govern their profession.

The personal conduct of instructors must be above reproach. The success or failure of any course may well rest on the conduct and behavior of the instructor. Prudent and mature judgment should always be exercised.

The authorization (certification) of EMT instructors is a privilege. The Department may suspend or revoke an instructor authorization at any time it is determined that the holder:

- ❖ No longer meets the prescribed qualifications set forth by the Department
- ❖ Has failed to provide candidates of an Emergency Medical Services training program, training of a quality deemed acceptable by the Department
- ❖ Is guilty of misconduct as outlined by the policy set forth in this document or by the rules and regulations contained in Regulation 61-7

An EMT instructor authorization may be suspended or revoked for any of the following reasons:

- Any act of misconduct as outlined in Section 1100 of EMS Regulation 61-7

- Expiration, suspension or revocation of the holder's NR or SC Paramedic certification
- Failure to maintain required credentials necessary for instructor authorization
- Any act of harassment (sexual or otherwise) toward any student, instructor or training institution personnel
- Use of profane, obscene or vulgar language while in the presence of students or training institution personnel
- Conducting class without the required minimum equipment available and in clean, working condition
- The use of any curricula, texts or materials not approved by the Department
- Gross or repeated violations of policies pertaining to the EMT training program
- Multiple instructor reprimands within a given period of time as established by the Department
- Any other actions determined by the Department that compromises the integrity of the program. Those actions may include, but are not limited to the following:
 - An instructor who places himself/herself in a situation which will bring embarrassment or unfavorable notoriety to himself/herself or the training institution
 - Consistently starting class late or dismissing class early
 - Unprofessional behavior in the classroom or on the property of the training institution or class site
 - Failure to notify the EMT Program Coordinator when classes must be cancelled or re-scheduled
 - Conducting class while under the influence of alcohol or drugs (prescribed, non-prescribed or illegal)
 - Falsification of any paperwork pertaining to the course – i.e. attendance records, equipment lists, skill verification documents, certificate application cards, grades, etc.
 - Repeated poor class results of the National Registry examinations

The EMT instructor is an employee of the SC approved EMT training institution and must maintain the endorsement of the program coordinator in order to maintain instructor authorization (certification). Training institutions may impose any

disciplinary measures on their instructors as deemed necessary in accordance with that institution's employee policy and procedures.

Course Evaluations

It is recommended that all EMT courses participate in a course/instructor evaluation. This evaluation is given by the program coordinator and should be administered no later than halfway through the course. The instructor must not be present during the evaluation exercise so as to assure honest and candid responses.

The purpose of the evaluation is to detect and then correct any problems that would have otherwise gone unnoticed. If the training institution does not have an evaluation instrument, one is provided in **Enclosure 5**.

Regular supervision and evaluation of all instructors and courses is the responsibility of the program coordinator. All courses are subject to being monitored by a representative of the Department.

National Registry / SC State Certification Examinations

The state of SC currently utilizes the National Registry Examinations for all levels of Emergency Medical Technician. Each candidate must pass both the practical examination and the written (CBT) examination.

National Registry Practical Examinations:

The NR Emergency Medical Technician (Basic) practical examinations are scheduled through the four (4) EMT testing centers. For a list of test dates, places and contact information please contact the testing center directly.

Upstate testing Center	(864) 289-0112
Midlands Testing Center	(803) 794-3940
Pee Dee Testing Center	(843) 662-5771
Lowcountry Testing Center	(843) 529-0977

AEMT and Paramedic NR practical examinations are scheduled on an as needed basis. Please contact your training institution's program coordinator or your course instructor for the date/time/and place of your class' practical examination.

National Registry Written (Computer-Based Testing) Examinations

In order to gain permission to take the cognitive portion of the NR examination, candidates must log onto the National Registry website and create their account/application.

Go to www.nremt.org

The first item on the page is: *“EMS Students! Follow these steps to apply for your NREMT exam ‘click here’*

Click and then follow all eight steps.

SC State Certification

All individuals who desire to operate as an Emergency Medical Technician in South Carolina **must** gain a SC Emergency Medical Technician certification. In order to qualify for certification as a SC Emergency Medical Technician, candidates must satisfy the following requirements:

- ✓ Successfully complete the Emergency Medical Technician course to include successful completion of all didactic, practical and clinical requirements.
- ✓ Successfully pass the National Registry (NR) of EMTs practical and written examinations and receive subsequent national registration.
- ✓ Successfully pass a criminal background check. To complete the required criminal background check:
 - Go to www.scdhec.gov/health/ems
 - Download an application form and the *“Instructions for Completing a*

- Criminal Background Check.*” Follow the instructions as outlined
- Once you have been fingerprinted, DHEC should receive the results of the background check within forty-eight (48) hours.

Please note: A background check is valid for no more than thirty (30) days. Candidates must first pass both the NR practical and written examinations prior to beginning the background check process. DHEC will not accept background checks completed prior to your successful completion of the NREMT examination.

Once all requirements for SC EMT certification have been met, the candidate’s SC EMT certification will be sent directly to the address the candidate indicated on their profile in CIS.

Candidates should receive their SC EMT certification within fourteen (14) days from receiving their National Registry credential. SC EMS Law requires EMTs to have their original SC EMT pocket certification card on their person at all times when functioning as an EMT.

PROCEDURE TO AMEND POLICY

Policy pertaining to the training and certification of EMTs, not defined in the law or regulations, is set by the SC DHEC Division of EMS and Trauma. The Division of EMS and Trauma will also study the advice and suggestions of the SC Training Committee and SC EMS Advisory Council. Changes, which occur as a result of these considerations, will become effective on July 1st of each year. In case of unforeseen events, which require immediate action, the Division of EMS and Trauma is authorized to issue provider/EMT - wide exceptions until the next review cycle (Oct-Dec).

The following will be procedure to add to, detract from, or amend the policies pertaining to the training and certification of EMTs.

- ☐ Items to be considered must pertain to policy only. If the item pertains to the regulations and/or law, separate more lengthy procedures exist.

- Changes to the policy manual will be considered for review and vote by the SC Training Committee at any time, but may only be **presented** to the Advisory Council during the last three months (Oct-Dec) and **brought up for vote** during the first three months (Jan-Mar) of each calendar year. No item will be considered for vote outside this time frame.

- Items which pass the SC advisory council will be considered by SC DHEC Office of EMS staff for the next thirty days. The staff must either accept, reject or send an amended proposal back to the council. If the item is accepted, the revision will become effective on **July 1st**. If staff returns an amended proposal to the council, the council may either accept the amended proposal or send the item back to the training committee for further consideration and review. Only those amended items which have been resolved and approved by the Advisory Council by the April - May- June time frame may become effective by July 1st.

- Amended items not resolved by the April - May - June time frame will remain in the committee level and be carried over until the next review cycle (Oct - Dec).

Attachments / Enclosures

There are a number of attachments and enclosures that correspond to information contained in this policy. These attachments and enclosures are available to be downloaded by going to the DHEC EMS website: www.scdhec.sc.gov/health/ems

Attachment A:	<i>Reserved for future use</i>
Attachment B:	Emergency Medical Technician (Course Requirements & Overview)
Attachment C:	Advanced Emergency Medical Technician (Course Req.& Overview)
Attachment D:	Paramedic (Course Requirements & Overview)

Enclosure 01A:	<i>EMT Training Institution Application – Renewal</i>
Enclosure 01B:	<i>AEMT & Paramedic Training Institution Application – Renewal</i>
Enclosure 02A:	<i>EMT Instructor Application</i>
Enclosure 02B:	<i>AEMT & Paramedic Instructor Application</i>
Enclosure 03A:	<i>EMT Instructor Re-Authorization Application</i>
Enclosure 03B:	<i>AEMT & Paramedic Instructor Re-Authorization Application</i>
Enclosure 04A:	<i>EMT Course Statement of Understanding</i>
Enclosure 04B:	<i>AEMT Course Statement of Understanding</i>

- Enclosure 04C: *Paramedic Course Statement of Understanding*
Enclosure 05: *EMT Course Evaluation*
Enclosure 06: *EMT Course – Minimum Required Equipment*
Enclosure 07: *Skill Remediation Form - EMT*

Student Handouts

The following student handouts are available for download on the DHEC EMS website:
www.scdhec.gov/health/ems

- Student Handout 01: *SC Credentialing Information System*
Student Handout 02: *SC Certification & Background Check Information*
Student Handout 03: *NREMT Application Process (only available as a pdf file)*
Student Handout 04A: *EMT-NR Practical and Written Examination Information*